

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, January 28, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Vice President Wayne Caruthers
Robert Bergman
Betsey Nash, SPHR
William Tappan
Erwin Ohanessian

1. **Call to Order / Flag Salute / Roll Call**
2. **Election of Officers**
3. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
4. **Minutes**
The following draft minutes are submitted for approval:
 - a. December 17, 2014
5. **Specifications – Revised**
 - a. Social Worker I-II-III-IV
6. **Civil Service Commission Annual Report**
7. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
8. **Commission Hearing Training by Counsel, Steve Simas ***** (SCHEDULED FOR 10:00 A.M.)*******
9. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, December 17, 2014, 2014 @
9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

Present: President Chapman, Vice President Caruthers, Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan

Staff: Commission Secretary Dori Duke, Commission Clerk Heather Carey Gunderlock

Counsel: Commission Counsel Tim McNulty, Outside Counsel Steve Simas

1. **Call to Order/ Flag Salute/ Roll Call** President Chapman: Called the meeting to order at 9:00 A.M. and led the flag salute.
2. **Public Comment Period:** Asked for Public Comment. Being none, he closed the Public Comment period.
3. **Minutes**
 - a. **August 27, 2014**

President Chapman asked the Commission for comments or corrections. Being none, he asked for a motion to approve. Commissioner Tappan made the motion; Commissioner Caruthers seconded. Commissioner Bergman abstained since he was not present at the August meeting. Motion passed 4-0-1.
 - b. **November 19, 2014**

President Chapman asked the Commission if they had any comments or corrections. The Clerk brought forth two corrections which she will make. President Chapman asked for a motion to approve as amended. Commissioner Bergman made the motion; Commissioner Tappan seconded. The motion passed 5-0-0.
4. **Commission Calendar:** The Commission voted to approve the calendar. Motion carried 5-0-0.
5. **Reports**
 - a. Commission President: No report.
 - b. Commission Counsel: No report.
 - c. Commission Secretary: Ms. Duke notified the Commission of a pending termination appeal and asked for date availability. The Commission decided on February 18, 19 and March 12, 2015. Ms. Duke reminded the Commission that the new Commissioner would be attending the January 28, 2015 meeting and offered Hearing Training by Mr. Simas at this meeting. The Commissioners expressed an interest in attending.
6. **Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission):**

The Commission adjourned into Closed Session with Mr. Simas. Upon reconvening, President Chapman reported that no action had been taken on this item.
7. **Adjournment:** President Chapman adjourned the meeting at 9:36 a.m.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044

To: Civil Service Commission

From: Melissa Beebe, Personnel Analyst

Date: January 28, 2015

Subject: **Revised Specification: Social Worker I, II, III, IV**

RECOMMENDATION:

It is recommended that the Commission approve the revised Social Worker I, II, III, IV class specification as proposed.

DISCUSSION

At the request of the Department of Social Services, the Human Resources Department is proposing revisions to the Social Worker I, II, III, IV class specification. This specification was last revised in November 2012.

Since the job specification for the Social Worker series was revised in late 2012, we have had time to review the impact of the significant changes that were made, in particular, changes to the minimum qualifications. Over the past two years, it has been noted that the minimum qualifications in the Social Worker series class specification are more restrictive than necessary and therefore eliminating candidates who could likely be successful in the social work field if allowed to compete.

The class specification has been revised to encompass three key revisions to minimum qualifications: expanding experience to include private sector; clarification of related education; and clarification of related experience. The proposed changes build on the education and experience for each level, are consistent with industry standards and reflect a balance of education and experience to provide for the largest number of potentially qualified applicants to compete in a recruitment.

In 2012, the minimum qualifications had been changed to limit the type of experience required, to that of work in a "public social services agency." What that excluded were many of the private sector, non-profit social service settings that provide a strong source for qualified candidates offering knowledge of local social service resources and interaction with related local agencies. It is proposed that a revision be made to expand the minimum qualifications to include certain experience with private and non-profit agencies which will increase the qualified candidate pool and capture the type of experience deemed to be important for work as a Social Worker. Additionally, for clarification in

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recruitment and advertising, specific language has been added to more clearly describe the types of qualifying education and experience that are considered "related" for each level.

A degree in the study of social work is the most specific and provides for the most beneficial and related type of education for a Social Worker position. An analysis of other degrees was performed to determine those that should be considered to be most closely related to a Social Work degree. Based on that analysis, it was determined that the following degrees fall into the category of "closely related" to a Social Work degree: Psychology, Sociology, Counseling, Education, Criminal Justice, Human Services, Public Health, Social Welfare, Humanities, Nursing, Ethnic Studies, Child Development, Health Science and Anthropology. All of these degrees provide the most similar type of education and preparation of applicants with the fundamentals to be minimally qualified for a Social Worker position.

Experience considered to be closely related to the type of experience acquired as a social worker is described as experience with case management services and experience providing direct services to adults and children with moderate to extreme needs. The addition of this clarification will provide applicants with a better understanding of the experience requirement considered to be comparable to that of a Social Worker.

Each level of Social Worker minimum qualification increases in the type of experience required and provides for a substitution of higher education for required experience. For example, in order to compete for the entry level SW I position, a person be required to possess one of the following: 1) a Bachelor's degree in Social Work and no experience; OR 2) a degree in a closely related field however, would also require one year of required experience in social services work, (e.g. Employment Resource Specialist, xxx). Both can advance through the career series with additional education and/or experience depending on the type and years of experience, type of education, and level of education. Another option added to the minimum qualification for the SWI level only, was to allow for someone with a degree in any field to compete. In addition to a degree in any field, the applicant would also be required to possess two years of required experience.

Minimum requirements are used to establish clear and appropriate eligibility standards for a specific position and should not be so restrictive that they exclude candidates who might reasonably have the ability to do the job. They should be set at the appropriate level of acceptable education and/or experience needed to successfully perform the job duties. We believe that with the revision to the minimum qualification for a Social Worker, the applicant pool will be appropriately expanded to allow more qualified candidates the opportunity to compete.

OTHER AGENCY INVOLVEMENT:

The Department of Social Services has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and provided input on the proposed changes.

Attachments:

Social Worker Series Class Specification – Current Version
Social Worker Series Class Specification – Strikeout Version
Social Worker Series Class Specification – Clean Version
Department of Social Services Organizational Chart

This chart shows a comparison view of the minimum qualifications of the current job specification to the proposed revisions and includes a summary of changes at each level.

***Examples of closely related degrees:** Psychology, Sociology, Counseling, Education, Criminal Justice, Human Services, Public Health, Social Welfare, Humanities, Nursing, Ethnic Studies, Child Development, Health Science, Anthropology.

****Experience comparable to the Social Worker I-IV series:** Prior or current experience in SLO County, another county, or private agency that requires the individual to demonstrate independence managing a caseload composed of people with various types of social service problems which requires the incumbent to apply proper knowledge of laws, rules, and regulations governing the operation of social service agencies. (e.g. In-Home Counselor, School Social Worker)

*****Related experience:** One year case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector (e.g. Employment Resource Specialist)

SOCIAL WORKER I MQ OPTIONS:	
<u>CURRENT JOB SPEC</u>	<u>PROPOSED REVISIONS</u>
<ul style="list-style-type: none"> Bachelor's degree in Social Work Bachelor's degree in a related field AND 1 year of experience in a public social services agency 	<ul style="list-style-type: none"> Bachelor's degree in Social Work Bachelor's degree in a related field* AND one year of related experience*** within public or private sector Bachelor's degree in a related field* AND Master's degree in a related field* Bachelor's degree within any field AND two years of related experience***
<u>Summary of changes:</u> <ul style="list-style-type: none"> Defines related experience Adds private sector experience Adds an option for a related Bachelor's degree and related Master's degree combination Adds an option for a Bachelor's degree in any field and two years related experience 	

SOCIAL WORKER II MQ OPTIONS:	
<u>CURRENT JOB SPEC</u>	<u>PROPOSED REVISIONS</u>
<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience comparable to Social Worker I <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) Bachelor's degree in Psychology, Sociology, or a closely related Social Science AND two years of experience performing duties comparable to a Social Worker I in a public social services agency <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) Two years of experience as a Social Worker I in San Luis Obispo County. 	<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience comparable to Social Worker I** <i>Clarifies Substitute:</i> Bachelor's degree in Social Work AND Master's degree in a closely related field* Bachelor's degree in a related field* AND two years of experience comparable to Social Worker I** <i>Clarifies Substitute:</i> Bachelor's degree in a related field* AND Master's degree in a related field* AND one year of experience comparable to a Social Worker I** Two years of experience as a Social Worker I in San Luis Obispo County AND related Bachelor's degree*
<u>Summary of changes:</u> <ul style="list-style-type: none"> Clarifies comparable experience Defines related degrees Makes the substitution of a Master's degree a separate option to clarify requirements Adds Bachelor's degree requirement with two years of SWI experience 	

SOCIAL WORKER III MQ OPTIONS:	
CURRENT JOB SPEC	PROPOSED REVISIONS
<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience performing duties comparable to a Social Worker II in a public social services agency 	<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience comparable to Social Worker II**
<ul style="list-style-type: none"> <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) 	<ul style="list-style-type: none"> <i>Clarifies Substitute:</i> Bachelor's degree in Social Work AND Master's degree in Social Work
<ul style="list-style-type: none"> Bachelor's degree in Psychology, Sociology, or a closely related Social Science AND two years of experience performing duties comparable to a Social Worker II in a public social services agency 	<ul style="list-style-type: none"> Bachelor's degree in a related field* AND two years of experience comparable to Social Worker II**
<ul style="list-style-type: none"> <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) 	<ul style="list-style-type: none"> <i>Clarifies Substitute:</i> Bachelor's degree in a related field* AND Master's degree in a related field* AND one year of experience performing duties comparable to Social Worker II**
<ul style="list-style-type: none"> Two years of experience as a Social Worker II in San Luis Obispo County. 	<ul style="list-style-type: none"> Two years of experience as a Social Worker II in San Luis Obispo County AND related Bachelor's degree*
Summary of Changes: <ul style="list-style-type: none"> Specifies comparable experience Defines related degrees Makes the substitution of a Master's degree a separate option to clarify requirements Adds Bachelor's degree requirement with two years of SWII experience 	

SOCIAL WORKER IV MQ OPTIONS:	
CURRENT JOB SPEC	PROPOSED REVISIONS
<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience performing duties comparable to a Social Worker III in a public social services agency 	<ul style="list-style-type: none"> Bachelor's degree in Social Work AND one year of experience comparable to Social Worker III*
<ul style="list-style-type: none"> <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) 	<ul style="list-style-type: none"> <i>Clarifies Substitute:</i> Bachelor's degree in Social Work AND Master's degree in Social Work AND one year of related experience***
<ul style="list-style-type: none"> Bachelor's degree in Psychology, Sociology, or a closely related Social Science AND two years of experience performing duties comparable to a Social Worker III in a public social services agency 	<ul style="list-style-type: none"> Bachelor's degree in a related field* AND two years of experience comparable to Social Worker III**
<ul style="list-style-type: none"> <i>Substitute for above experience:</i> (One year of the required experience may be substituted with a related Master's degree) 	<ul style="list-style-type: none"> <i>Clarifies Substitute:</i> Bachelor's degree in a related field* AND Master's degree in a related field* AND one year of experience performing duties comparable to Social Worker III**
<ul style="list-style-type: none"> Two years of experience as a Social Worker III in San Luis Obispo County. 	<ul style="list-style-type: none"> Two years of experience as a Social Worker III in San Luis Obispo County AND related Bachelor's degree*
Summary of Changes: <ul style="list-style-type: none"> Specifies comparable experience Defines related degrees Makes the substitution of a Master's degree a separate option to clarify requirements Adds Bachelor's degree requirement with two years of SWIII experience 	

HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY

SOCIAL WORKER I, II, III, IV

DEFINITION:

Classes in this series determine the need for social services; approve and directly provide social services to persons eligible for public services or vocational assistance services; and perform other related work as required.

As appropriate, Social Worker positions are allocated to county departments other than the Department of Social Services.

DISTINGUISHING CHARACTERISTICS:

Social Worker I: This is the entry-level position in the series. Incumbents work under supervision while learning departmental organization, concepts of social service programs, basic case study methods, casework services, and related vocational services through the performance of the representative duties described below. In most cases, incumbents are expected to complete California Common Core training requirements and promote to Social Worker II after successful completion of twelve months of experience.

Social Worker II: This is the journey-level position in the series. Under general supervision, incumbents perform all functions of the Social Worker I classification with more independence, demonstrating increased knowledge and proficiency.

Social Worker III: This is the advanced journey-level position in the series. Under direction, incumbents perform all functions of the Social Worker II classification in addition to demonstrating skill in working with teams using community resources. Incumbents in this classification will train new social workers in day-to-day practices.

Social Worker IV: This is the highest level position in the series. Under direction, incumbents have considerable latitude for independent judgment and have experience in the areas of Child Welfare, Adult Services or In-Home Supportive Services. The Social Worker IV classification performs all functions of the Social Worker III classification, in addition to mentoring all Social Worker classifications in aligning their practice with the Department mission and goals, exhibiting leadership skills, and training staff as assigned. In some instances, State laws and regulations may require incumbents to possess specific graduate degrees to meet program requirements. May serve as lead worker or provide training or orientation to other employees.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Applies the principles and techniques of social work to a caseload composed of people who have various types of services problems, providing information to applicants, clients, other service providers and the public about eligibility for services and available alternate resources; makes home visits in connection with casework assignments.
- Interviews clients, family members and other interested parties to assess needs for social services; gathers and evaluates information regarding employment history, housing situation, physical functioning, financial status, capacity for independent living and availability of domestic services; evaluates clients' concerns and observes

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behavior; develops service plans and establishes case files.

- Counsels clients and families on available community resources, barriers to employment, independent living skills and other areas involving defined problems or concerns; explains procedures, rights and responsibilities.
- Assists clients in identifying and obtaining basic services needed for independent living; identifies and makes referrals to a variety of public and community agencies providing food, shelter, clothing, medical, educational and other services; schedules client appointments; acts as client advocate in obtaining services.
- Manages assigned caseload; prepares and maintains narrative and statistical reports, documents and correspondence regarding client status; documents case files and case records; prepares and serves legal documents; testifies in court; uses automated office equipment and computer systems including Child Welfare System/Case Management System or Adult Services databases and other personal computer applications, including word processing.
- Assesses suitability of board and care facilities or foster homes; explains program requirements to potential licensees; reviews applications of licensees and interviews potential licensees; conducts on-site visits to assess living conditions.
- Develops and carries out Child Welfare or Adult Services treatment case plans, for voluntary or court-related assigned caseloads; evaluates family behavioral adjustment and monitors client progress toward delineated objectives; counsels clients using a variety of counseling modalities.
- May investigate reports of child or elder/dependent adult abuse, neglect and/or exploitation; assesses the degree of immediate risk to the child or elder/dependent adult and takes necessary action to minimize the risk; coordinates activity with other involved parties including relatives, school personnel and officers of the court.
- Interprets the policies, rules and regulations of the department to applicants, clients and others within the scope of his/her responsibility.
- Participates in staff development activities.

EMPLOYMENT STANDARDS:

Knowledge of:

All Levels:

- Socio-economic conditions and trends
- Basic principles of individual and group behavior
- Current issues in the field of social welfare
- Principles of interviewing and problem-solving methodology
- Automated office equipment
- Basic public social service programs on the Federal, State and local level
- Oral and written communication skills
- General principles of public assistance policies and programs

In addition, Social Worker II:

- Basic principles and techniques of interviewing and recording in social casework
- Laws, rules and regulations governing the operation of the public social service

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- agencies
- Vocational counseling and barriers to employment such as substance abuse or mental health issues
- Community organization and the social problems calling for the use of public and private community resources
- Basic principles involved in the nature, growth and development of personality and group processes

In addition, Social Worker III:

- Local socio-economic conditions
- Current problems and methodology in the field of public social service
- Principles related to family dynamics and dysfunction
- Principles of mentoring and training

In addition, Social Worker IV:

- Clinical implications of severe physical and mental health problems and their impact on child, adult and family functioning
- Principles of mentoring, training, leadership and work planning

Ability to:

All Levels:

- Support and follow departmental policies, goals, guiding principles, and Mission – Vision – Values Statement
- Act effectively and responsibly in stressful situations
- Obtain and recognize the relevant and significant facts
- Establish and maintain the confidence and cooperation of clients, co-workers and others from a variety of socio-economic and ethnic backgrounds
- Speak and write clearly and effectively
- Use automated office equipment
- Operate within appropriate confidentiality guidelines and within the National Association of Social Workers' Code of Ethics
- Interpret to the applicant, recipient or others, public social services programs, procedures and regulations
- Apply existing laws, rules and regulations to social service department operations
- Develop and maintain positive working relationships; communicate and work effectively with others
- Foster a spirit of teamwork and support when interacting with staff and others
- Maintain a safe and orderly work area

In addition, Social Worker II:

- Analyze situations and adopt effective courses of action
- Develop skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients

In addition, Social Worker III:

- Increased skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients
- Accept and use consultative supervision
- Effectively analyze and assess client needs and develop appropriate case plans
- Utilize effective and appropriate interventions to assist clients in achieving case plan goals
- Train and mentor other employees

In addition, Social Worker IV:

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- Provide consultation, education and information services to community or professional groups and individuals
- Train, mentor, lead and coordinate work of other employees

EDUCATION/EXPERIENCE:

Social Worker I: **Either A:** Possession of a Bachelor's degree in Social Work **OR B:** Bachelor's degree in Psychology, Sociology, or a closely related Social Science **AND** one year job related experience in a public social services agency.

Social Worker II: **Either A:** Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker I in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR B:** Bachelor's degree in Psychology, Sociology, or a closely related Social Science **AND** two years of experience performing duties comparable to a Social Worker I in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR C:** Two years of experience as a Social Worker I in San Luis Obispo County.

Social Worker III: **Either A:** Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker II in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR B:** Bachelor's degree in Psychology, Sociology, or a closely related Social Science **AND** two years of experience performing duties comparable to a Social Worker II in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR C:** Two years of experience as a Social Worker II in San Luis Obispo County.

Social Worker IV: **Either A:** Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker III in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR B:** Bachelor's degree in Psychology, Sociology, or a closely related Social Science **AND** two years of experience performing duties comparable to a Social Worker III in a public social services agency (One year of the required experience may be substituted with a related Master's degree); **OR C:** Two years of experience as a Social Worker III in San Luis Obispo County.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUB-CLASS RECRUITMENT:

Recruitment for Social Worker positions may be conducted according to the program or department in which a vacancy exists and the special licensures/educational/experience requirements of the position.

Recruitment for these positions may be conducted to include bilingual ability according to the needs of the department.

OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification may be required to work holidays, weekends, and evenings.

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Some travel may be required.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 11-10-76

Revised: 07-24-02

Revised: 11-28-12

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HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

SOCIAL WORKER

I, II, III, IV

DEFINITION:

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Social Worker II: This is the journey-level position in the series. Under general supervision,

incumbents perform all functions of the Social Worker I classification with more independence, demonstrating increased knowledge and proficiency.

Social Worker III: This is the advanced journey-level position in the series. Under direction, incumbents perform all functions of the Social Worker II classification in addition to demonstrating skill in working with teams using community resources. Incumbents in this classification will train new social workers in day-to-day practices.

Social Worker IV: This is the highest level position in the series. Under direction, incumbents have considerable latitude for independent judgment and have experience in the areas of Child Welfare, Adult Services or In-Home Supportive Services. The Social Worker IV classification performs all functions of the Social Worker III classification, in addition to mentoring all Social Worker classifications in aligning their practice with the Department mission and goals, exhibiting leadership skills, and training staff as assigned. In some instances, State laws and regulations may require incumbents to possess specific graduate degrees to meet program requirements. May serve as lead worker or provide training or orientation to other employees.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Applies the principles and techniques of social work to a caseload composed of people who have various types of services problems, providing information to applicants, clients, other service providers and the public about eligibility for services and available alternate resources; makes home visits in connection with casework assignments.

- Interviews clients, family members and other interested parties to assess needs for social services; gathers and evaluates information regarding employment history, housing situation, physical functioning, financial status, capacity for independent living and availability of domestic services; evaluates clients' concerns and observes behavior; develops service plans and establishes case files.
- Counsels clients and families on available community resources, barriers to employment, independent living skills and other areas involving defined problems or concerns; explains procedures, rights and responsibilities.
- Assists clients in identifying and obtaining basic services needed for independent living; identifies and makes referrals to a variety of public and community agencies providing food, shelter, clothing, medical, educational and other services; schedules client appointments; acts as client advocate in obtaining services.
- Manages assigned caseload; prepares and maintains narrative and statistical reports, documents and correspondence regarding client status; documents case files and case records; prepares and serves legal documents; testifies in court; uses automated office equipment and computer systems including Child Welfare System/Case Management System or Adult Services databases and other personal computer applications, including word processing.
- Assesses suitability of board and care facilities or foster homes; explains program requirements to potential licensees; reviews applications of licensees and interviews potential licensees; conducts on-site visits to assess living conditions.

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77 • Develops and carries out Child Welfare or Adult Services treatment case plans, for
78 voluntary or court-related assigned caseloads; evaluates family behavioral adjustment and
79 monitors client progress toward delineated objectives; counsels clients using a variety of
80 counseling modalities.

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82 • May investigate reports of child or elder/dependent adult abuse, neglect and/or
83 exploitation; assesses the degree of immediate risk to the child or elder/dependent adult
84 and takes necessary action to minimize the risk; coordinates activity with other involved
85 parties including relatives, school personnel and officers of the court.

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87 • Interprets the policies, rules and regulations of the department to applicants, clients and
88 others within the scope of his/her responsibility.

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90 • Participates in staff development activities.

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93 **EMPLOYMENT STANDARDS:**

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95 **Knowledge of:**

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97 **All Levels:**

- 98 • Socio-economic conditions and trends
- 99 • Basic principles of individual and group behavior
- 100 • Current issues in the field of social welfare

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- 101 • Principles of interviewing and problem-solving methodology
- 102 • Automated office equipment
- 103 • Basic public social service programs on the Federal, State and local level
- 104 • Oral and written communication skills
- 105 • General principles of public assistance policies and programs

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107 **In addition, Social Worker II:**

- 108 • Basic principles and techniques of interviewing and recording in social casework
- 109 • Laws, rules and regulations governing the operation of the public social service agencies
- 110 • Vocational counseling and barriers to employment such as substance abuse or mental
- 111 health issues
- 112 • Community organization and the social problems calling for the use of public and private
- 113 community resources
- 114 • Basic principles involved in the nature, growth and development of personality and group
- 115 processes

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117 **In addition, Social Worker III:**

- 118 • Local socio-economic conditions
- 119 • Current problems and methodology in the field of public social service
- 120 • Principles related to family dynamics and dysfunction
- 121 • Principles of mentoring and training

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123 **In addition, Social Worker IV:**

- 124 • Clinical implications of severe physical and mental health problems and their impact on
- 125 child, adult and family functioning

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- 126 • Principles of mentoring, training, leadership and work planning

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128 **Ability to:**

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130 **All Levels:**

- 131 • Support and follow departmental policies, goals, guiding principles, and Mission – Vision
- 132 – Values Statement
- 133 • Act effectively and responsibly in stressful situations
- 134 • Obtain and recognize the relevant and significant facts
- 135 • Establish and maintain the confidence and cooperation of clients, co-workers and others
- 136 from a variety of socio-economic and ethnic backgrounds
- 137 • Speak and write clearly and effectively
- 138 • Use automated office equipment
- 139 • Operate within appropriate confidentiality guidelines and within the National Association
- 140 of Social Workers' Code of Ethics
- 141 • Interpret to the applicant, recipient or others, public social services programs, procedures
- 142 and regulations
- 143 • Apply existing laws, rules and regulations to social service department operations
- 144 • Develop and maintain positive working relationships; communicate and work effectively
- 145 with others
- 146 • Foster a spirit of teamwork and support when interacting with staff and others
- 147 • Maintain a safe and orderly work area

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149 **In addition, Social Worker II:**

- 150 • Analyze situations and adopt effective courses of action

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- Develop skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients

In addition, Social Worker III:

- Increased skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients
- Accept and use consultative supervision
- Effectively analyze and assess client needs and develop appropriate case plans
- Utilize effective and appropriate interventions to assist clients in achieving case plan goals
- Train and mentor other employees

In addition, Social Worker IV:

- Provide consultation, education and information services to community or professional groups and individuals
- Train, mentor, lead and coordinate work of other employees

EDUCATION/EXPERIENCE:

Social Worker I: One of the following options:

~~Either~~ **A:** Possession of a Bachelor's degree in Social Work **OR B:** Bachelor's degree in a closely related field (see examples below*) in Psychology, Sociology, or a closely related Social Science **AND** one year of case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector **OR C:** Bachelor's degree in closely related field* **AND** Master's degree in a closely related field* **OR D:** Bachelor's within any field **AND** two years of case management services and/or experience

176 providing services to adults and/or children with moderate to extreme needs within the public or
177 private sector, job related experience in a public social services agency.
178

179 **Social Worker II: One of the following options:**

180 ~~Either A:~~ Possession of a Bachelor's degree in Social Work **AND** one year of experience
181 performing duties comparable to a Social Worker I (see example below of comparable
182 experience**) ~~in a public social services agency (One year of the required experience may be~~
183 ~~substituted with a related Master's degree);~~ **OR B:** Bachelor's degree in Social Work AND
184 Master's degree in a closely related field Bachelor's degree in Psychology, Sociology, or a closely
185 related Social Science AND two years of experience performing duties comparable to a Social
186 Worker I in a public social services agency (One year of the required experience may be
187 substituted with a related Master's degree); **OR C:** Bachelor's degree in a closely related field*
188 AND two years of experience performing duties comparable to a Social Worker I** **OR D:**
189 Bachelor's degree in a closely related field* AND Master's degree in a closely related field* AND
190 one year of experience performing duties comparable to a Social Worker I **OR E:** Two years of
191 experience as a Social Worker I in San Luis Obispo County AND Bachelor's degree in a closely
192 related field*. Two years of experience as a Social Worker I in San Luis Obispo County.
193

194 **Social Worker III: One of the following options:**

195 ~~Either A:~~ Possession of a Bachelor's degree in Social Work **AND** one year of experience
196 performing duties comparable to a Social Worker II** ~~in a public social services agency (One~~
197 ~~year of the required experience may be substituted with a related Master's degree);~~ **OR B:**
198 Bachelor's degree in Social Work AND Master's degree in Social Work Bachelor's degree in
199 Psychology, Sociology, or a closely related Social Science AND two years of experience
200 performing duties comparable to a Social Worker II in a public social services agency (One year

of the required experience may be substituted with a related Master's degree); **OR C:** Bachelor's degree in a closely related field* **AND** two years of experience performing duties comparable to a Social Worker II** **OR D:** Bachelor's degree in a closely related field* **AND** Master's degree in a closely related field* **AND** one year of experience performing duties comparable to a Social Worker II** **OR E:** Two years of experience as a Social Worker II in San Luis Obispo County **AND** Bachelor's degree in a closely related field*. Two years of experience as a Social Worker II in San Luis Obispo County.

Social Worker IV: One of the following options:

~~Either~~ **A:** Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker III** ~~in a public social services agency (One year of the required experience may be substituted with a related Master's degree);~~ **OR B:** Bachelor's degree in Social Work **AND** Master's degree in Social Work **AND** one year case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector **OR C:** Bachelor's degree in a related field* **AND** two years of experience performing duties comparable to a Social Worker III** **OR D:** Bachelor's degree in a related field* **AND** Master's degree in a related field* **AND** one year of experience performing duties comparable to a Social Worker III** ~~Bachelor's degree in Psychology, Sociology, or a closely related Social Science **AND** two years of experience performing duties comparable to a Social Worker III in a public social services agency (One year of the required experience may be substituted with a related Master's degree);~~ **OR EC:** Two years of experience as a Social Worker III in San Luis Obispo County **AND** ~~Bachelor's degree in a closely related field*.~~

*Examples of closely related degrees: Psychology, Sociology, Counseling, Education, Criminal

Justice, Human Services, Public Health, Social Welfare, Humanities, Nursing, Ethnic Studies, Child Development, Health Science, Anthropology.

**Experience comparable to the Social Worker I-IV series:

Prior or current experience in SLO County, another county, or private agency that requires the individual to demonstrate independence managing a caseload composed of people with various types of social service problems which requires the incumbent to apply proper knowledge of laws, rules, and regulations governing the operation of social service agencies.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUB-CLASS RECRUITMENT:

Recruitment for Social Worker positions may be conducted according to the program or department in which a vacancy exists and the special licensures/educational/experience requirements of the position.

Recruitment for these positions may be conducted to include bilingual ability according to the needs of the department.

OTHER CONDITIONS OF EMPLOYMENT:

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252 Employees in this classification may be required to work holidays, weekends, and evenings. Some
253 travel may be required.

254
255 This class specification generally describes the duties and responsibilities characteristic of the
256 position(s) within this class. The duties of a particular position within a multi-position class may
257 vary from the duties of other positions within the class. Accordingly, the essential duties of a
258 particular position (whether it be a multi-position class or a single-position class) will be identified
259 and used by medical examiners and hiring authorities in the selection process. This information
260 will also be made available for review at the time of any recruitment for that position and at such
261 other times as reasonably required.

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264 Adopted: 11-10-
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267 Adopted: 11-10-76
268 Revised: 07-24-02
269 Revised: 11-28-12

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**HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY**

**SOCIAL WORKER
I, II, III, IV**

DEFINITION:

Classes in this series determine the need for social services; approve and directly provide social services to persons eligible for public services or vocational assistance services; and perform other related work as required.

As appropriate, Social Worker positions are allocated to county departments other than the Department of Social Services.

DISTINGUISHING CHARACTERISTICS:

Social Worker I: This is the entry-level position in the series. Incumbents work under supervision while learning departmental organization, concepts of social service programs, basic case study methods, casework services, and related vocational services through the performance of the representative duties described below. In most cases, incumbents are expected to complete California Common Core training requirements and may promote to Social Worker II after successful completion of twelve months of experience and meeting minimum qualifications.

Social Worker II: This is the journey-level position in the series. Under general supervision, incumbents perform all functions of the Social Worker I classification with more independence, demonstrating increased knowledge and proficiency.

Social Worker III: This is the advanced journey-level position in the series. Under direction, incumbents perform all functions of the Social Worker II classification in addition to demonstrating skill in working with teams using community resources. Incumbents in this classification will train new social workers in day-to-day practices.

Social Worker IV: This is the highest level position in the series. Under direction, incumbents have considerable latitude for independent judgment and have experience in the areas of Child Welfare, Adult Services or In-Home Supportive Services. The Social Worker IV classification performs all functions of the Social Worker III classification, in addition to mentoring all Social Worker classifications in aligning their practice with the Department mission and goals, exhibiting leadership skills, and training staff as assigned. In some instances, State laws and regulations may require incumbents to possess specific graduate degrees to meet program requirements. May serve as lead worker or provide training or orientation to other employees.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Applies the principles and techniques of social work to a caseload composed of people who have various types of services problems, providing information to applicants, clients, other service providers and the public about eligibility for services and available alternate resources; makes home visits in connection with casework assignments.
- Interviews clients, family members and other interested parties to assess needs for social services; gathers and evaluates information regarding employment history, housing situation, physical functioning, financial status, capacity for independent living and

availability of domestic services; evaluates clients' concerns and observes behavior; develops service plans and establishes case files.

- Counsels clients and families on available community resources, barriers to employment, independent living skills and other areas involving defined problems or concerns; explains procedures, rights and responsibilities.
- Assists clients in identifying and obtaining basic services needed for independent living; identifies and makes referrals to a variety of public and community agencies providing food, shelter, clothing, medical, educational and other services; schedules client appointments; acts as client advocate in obtaining services.
- Manages assigned caseload; prepares and maintains narrative and statistical reports, documents and correspondence regarding client status; documents case files and case records; prepares and serves legal documents; testifies in court; uses automated office equipment and computer systems including Child Welfare System/Case Management System or Adult Services databases and other personal computer applications, including word processing.
- Assesses suitability of board and care facilities or foster homes; explains program requirements to potential licensees; reviews applications of licensees and interviews potential licensees; conducts on-site visits to assess living conditions.
- Develops and carries out Child Welfare or Adult Services treatment case plans, for voluntary or court-related assigned caseloads; evaluates family behavioral adjustment and monitors client progress toward delineated objectives; counsels clients using a variety of counseling modalities.
- May investigate reports of child or elder/dependent adult abuse, neglect and/or exploitation; assesses the degree of immediate risk to the child or elder/dependent adult and takes necessary action to minimize the risk; coordinates activity with other involved parties including relatives, school personnel and officers of the court.
- Interprets the policies, rules and regulations of the department to applicants, clients and others within the scope of his/her responsibility.
- Participates in staff development activities.

EMPLOYMENT STANDARDS:

Knowledge of:

All Levels:

- Socio-economic conditions and trends
- Basic principles of individual and group behavior
- Current issues in the field of social welfare
- Principles of interviewing and problem-solving methodology
- Automated office equipment
- Basic public social service programs on the Federal, State and local level
- Oral and written communication skills

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- General principles of public assistance policies and programs

In addition, Social Worker II:

- Basic principles and techniques of interviewing and recording in social casework
- Laws, rules and regulations governing the operation of the public social service agencies
- Vocational counseling and barriers to employment such as substance abuse or mental health issues
- Community organization and the social problems calling for the use of public and private community resources
- Basic principles involved in the nature, growth and development of personality and group processes

In addition, Social Worker III:

- Local socio-economic conditions
- Current problems and methodology in the field of public social service
- Principles related to family dynamics and dysfunction
- Principles of mentoring and training

In addition, Social Worker IV:

- Clinical implications of severe physical and mental health problems and their impact on child, adult and family functioning
- Principles of mentoring, training, leadership and work planning

Ability to:

All Levels:

- Support and follow departmental policies, goals, guiding principles, and Mission – Vision – Values Statement
- Act effectively and responsibly in stressful situations
- Obtain and recognize the relevant and significant facts
- Establish and maintain the confidence and cooperation of clients, co-workers and others from a variety of socio-economic and ethnic backgrounds
- Speak and write clearly and effectively
- Use automated office equipment
- Operate within appropriate confidentiality guidelines and within the National Association of Social Workers' Code of Ethics
- Interpret to the applicant, recipient or others, public social services programs, procedures and regulations
- Apply existing laws, rules and regulations to social service department operations
- Develop and maintain positive working relationships; communicate and work effectively with others
- Foster a spirit of teamwork and support when interacting with staff and others
- Maintain a safe and orderly work area

In addition, Social Worker II:

- Analyze situations and adopt effective courses of action
- Develop skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients

In addition, Social Worker III:

- Increased skill in facilitation of team-based meetings, case recording, interpretation, group presentations and motivating clients
- Accept and use consultative supervision
- Effectively analyze and assess client needs and develop appropriate case plans
- Utilize effective and appropriate interventions to assist clients in achieving case plan goals
- Train and mentor other employees

In addition, Social Worker IV:

- Provide consultation, education and information services to community or professional groups and individuals
- Train, mentor, lead and coordinate work of other employees

EDUCATION/EXPERIENCE:

Social Worker I: One of the following options:

A: Possession of a Bachelor's degree in Social Work **OR B:** Bachelor's degree in a closely related field (see examples below*) **AND** one year of case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector **OR C:** Bachelor's degree in closely related field* **AND** Master's degree in a closely related field* **OR D:** Bachelor's within any field **AND** two years of case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector.

Social Worker II: One of the following options:

A: Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker I (see example below of comparable experience**) **OR B:** Bachelor's degree in Social Work **AND** Master's degree in a closely related field **OR C:** Bachelor's degree in a closely related field* **AND** two years of experience performing duties comparable to a Social Worker I** **OR D:** Bachelor's degree in a closely related field* **AND** Master's degree in a closely related field* **AND** one year of experience performing duties comparable to a Social Worker I **OR E:** Two years of experience as a Social Worker I in San Luis Obispo County **AND** Bachelor's degree in a closely related field*.

Social Worker III: One of the following options:

A: Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker II** **OR B:** Bachelor's degree in Social Work **AND** Master's degree in Social Work **OR C:** Bachelor's degree in a closely related field* **AND** two years of experience performing duties comparable to a Social Worker II** **OR D:** Bachelor's degree in a closely related field* **AND** Master's degree in a closely related field* **AND** one year of experience performing duties comparable to a Social Worker II** **OR E:** Two years of experience as a Social Worker II in San Luis Obispo County **AND** Bachelor's degree in a closely related field*.

Social Worker IV: One of the following options:

A: Possession of a Bachelor's degree in Social Work **AND** one year of experience performing duties comparable to a Social Worker III** **OR B:** Bachelor's degree in Social Work **AND** Master's degree in Social Work **AND** one year case management services and/or experience providing services to adults and/or children with moderate to extreme needs within the public or private sector **OR C:** Bachelor's degree in a related field* **AND** two years of experience performing duties comparable to a Social Worker III** **OR D:** Bachelor's degree in a related field* **AND**

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Master's degree in a related field* **AND** one year of experience performing duties comparable to a Social Worker III** **OR E:** Two years of experience as a Social Worker III in San Luis Obispo County **AND** Bachelor's degree in a closely related field*.

*Examples of closely related degrees: Psychology, Sociology, Counseling, Education, Criminal Justice, Human Services, Public Health, Social Welfare, Humanities, Nursing, Ethnic Studies, Child Development, Health Science, Anthropology.

**Experience comparable to the Social Worker I-IV series:

Prior or current experience in SLO County, another county, or private agency that requires the individual to demonstrate independence managing a caseload composed of people with various types of social service problems which requires the incumbent to apply proper knowledge of laws, rules, and regulations governing the operation of social service agencies.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUB-CLASS RECRUITMENT:

Recruitment for Social Worker positions may be conducted according to the program or department in which a vacancy exists and the special licensures/educational/experience requirements of the position.

Recruitment for these positions may be conducted to include bilingual ability according to the needs of the department.

OTHER CONDITIONS OF EMPLOYMENT:

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted:
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Adopted: 11-10-76
Revised: 07-24-02
Revised: 11-28-12

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SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2013-2014

TABLE OF CONTENTS

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INTRODUCTION

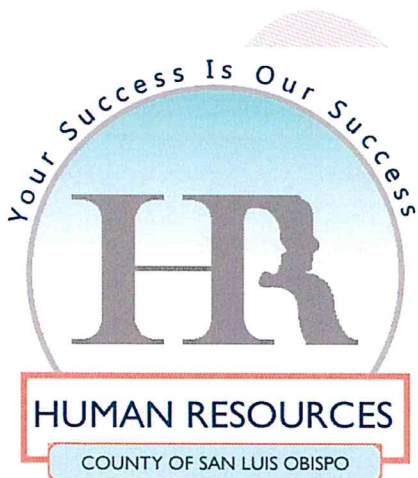
Introduction

AUTHORITY AND PURPOSE

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors. Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission and advise the Commission upon civil service matters.

COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law. Click through the chapter sections below to view the County Code.



Chapter 2.40 - CIVIL SERVICE SYSTEM

- 2.40.010 - Adoption.
- 2.40.020 - Commission—Creation—Membership.
- 2.40.030 - Compensation for commission members.
- 2.40.040 - Operating funds.
- 2.40.050 - Contracting for examinations.
- 2.40.060 - Classified and unclassified service.
- 2.40.070 - Duties of commission and personnel director.
- 2.40.080 - Commission rules.
- 2.40.090 - Vacancies in peculiar positions.
- 2.40.100 - Examination requirements.
- 2.40.110 - Discrimination prohibited.
- 2.40.120 - Reductions, suspensions and dismissals.
- 2.40.130 - Employee status.
- 2.40.140 - Prerequisites to salary payment.
- 2.40.150 - Veteran's preference.

HUMAN RESOURCES MISSION STATEMENT

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

6-3

GRIEVANCES, APPEALS AND LITIGATION

Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. No grievances nor appeals were brought to the Commission in FY 2013-2014.

**Indicates departmental/divisional reorganization*

STATISTICAL SUMMARY

GRIEVANCES AND APPEALS BY DEPARTMENT BY FISCAL YEAR

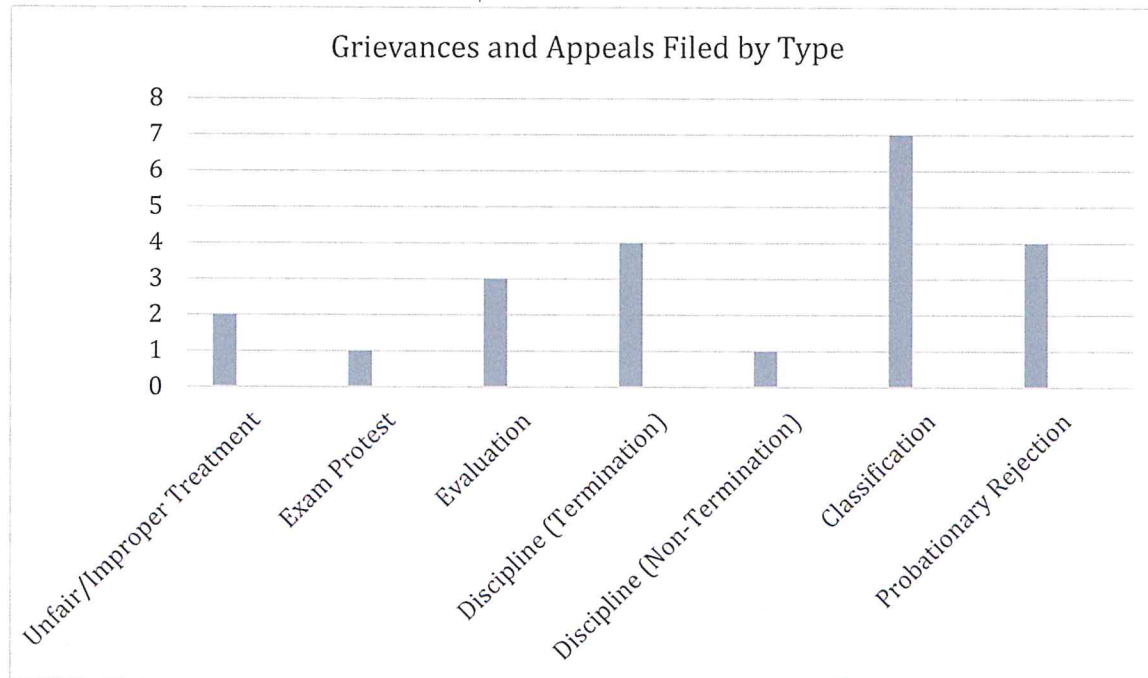
DEPARTMENT	13/14	12/13	11/12	10/11	09/10
ADMINISTRATIVE OFFICE					7
AGRICULTURAL COMMISSIONER					
ASSESSOR	3	1	1	1	
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER				1	
TREASURER/TAX COLLECTOR				1	
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	2				
FARM ADVISOR					
GENERAL SERVICES*	1	1	1	1	1
GSA-INFORMATION TECHNOLOGY			1		
HEALTH AGENCY*		4		1	5
DRUG & ALCOHOL SERVICES	1				
MENTAL HEALTH	4				
PUBLIC HEALTH	1				
HUMAN RESOURCES					
LIBRARY				2	
PLANNING AND BUILDING		1		2	1
PROBATION		1	1	2	3
PUBLIC WORKS	2				
SHERIFF-CORONER	1			2	4
SOCIAL SERVICES	7	2	1	4	2
VETERANS SERVICES					

6-4

GRIEVANCES, APPEALS AND LITIGATION

OTHER

1



Filed in FY 2013-2014	22
Carried forward from FY 2012-2013	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	21
Hearings before the Commission	0
Pending Appeals and Grievances	1

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

6-5

COMMISSION MEETINGS

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held ten (10) regular session meetings, four (4) of which were closed session. No special meetings nor grievance/appeal meetings were held.

• July 24, 2013 Cancelled	• January 22, 2014 Regular Session
• August 28, 2013 Regular Session	• February 26, 2014 Regular Session
• September 25, 2013 Regular Session	• March 26, 2014 Regular Session
• October 23, 2013 Regular Session	• April 23, 2014 Regular Session
• November 20, 2013 Cancelled	• May 28, 2014 Regular Session
• December 18, 2013 Regular Session	• June 25, 2014 Regular Session

CLASS SPECIFICATION ACTIVITY

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were seventy-five (75) positions impacted by classification revisions in FY13-14, summarized as follows:

NEW CLASSIFICATIONS

- BUILDING DIVISION SUPERVISOR (5)
- GEOGRAPHIC INFORMATION SYSTEMS ANALYST I, II OR III (9)
- HEALTH INFORMATION TECHNICIAN I, II, OR III (11)
- SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST (1)

REVISED CLASSIFICATIONS

- ANIMAL CONTROL OFFICER (1)
- APPRAISER TRAINEE I, II OR III (24)
- ASSESSMENT TECHNICIAN SUPERVISOR (2)
- KENNEL WORKER (3)
- LEAD ANIMAL CONTROL OFFICER (1)
- PROPERTY TRANSFER TECHNICIAN I, II, III OR IV (12)
- SENIOR BUYER (1)
- SUPERVISING APPRAISER (3)
- SUPERVISING PROPERTY TRANSFER TECHNICIAN (1)
- WATER QUALITY MANAGER (1)

6-7

RECRUITMENT ACTIVITY

Recruitment Activity

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Application Summary		FY 13/14	FY 12/13	FY 11/12
	Applications	10021	7698	8183
	Recruitments	218	140	118
Recruitments by Category				
	Permanent	199	123	110
	Temporary	18	10	3
	Substitute	1	7	5
Recruitments by Type				
	County Wide Promotional	2	1	5
	Departmental Promotional	38	38	32
	Lateral Transfer	0	0	0
	Open	178	101	81
Hiring Activity				
	Total Hires	457	353	328
	Permanent	235	168	145
	Temporary, Students, Seasonals & Others	222	185	183

Notable Increases Over Prior Year

Recruitments	55%
Applications	30%
Hires	29%

6-8

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Opportunity Plan.

RACE

	WHITE	HISPANIC	BLACK	ASIAN/ PACIFIC ISLANDER	AMERICAN INDIAN/ ALASKAN NATIVE	FILIPINO	OTHER	TOTAL
County Workforce	77.15%	11.17%	1.23%	1.09%	0.14%	0.85%	8.37%	2928
New Hires	65.52%	13.48%	1.57%	0.00%	0.00%	1.25%	13.17%	319
Applications	62.04%	23.10%	3.93%	3.68%	1.16%	1.51%	2.57%	7229
US Census Bureau (County of SLO 2010)	71.10%	20.80%	2.10%	3.30%	0.90%	0.00%	3.80%	269,637

GENDER

	FEMALE	MALE	TOTAL
County Workforce	58.44%	41.56%	2928
New Hires	64.26%	35.74%	319
Applications	56.82%	43.18%	7229
US Census Bureau (County of SLO 2010)	48.70%	51.30%	269,637

AGE

	UNDER 20	20-29	30-39	40-49	50-59	60+	TOTAL
County Workforce	1.73%	9.32%	17.81%	23.97%	31.70%	15.47%	2928
New Hires	7.52%	29.47%	30.41%	15.67%	13.79%	5.64%	319
Applications	2.52%	31.22%	27.51%	18.83%	15.94%	3.98%	7229
US Census Bureau (County of SLO 2010)	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637

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CONTACT INFORMATION

Contact Information

COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



Wayne Caruthers, Vice President
District One



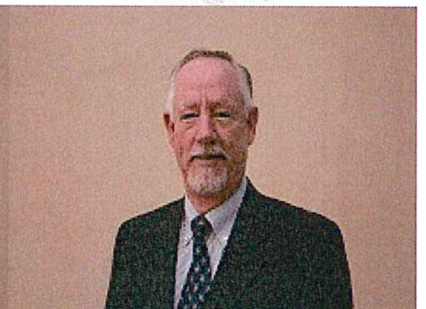
Arthur Chapman, President
District Two



Betsey Nash, Commissioner
District Three



William Tappen, Commissioner
District Four



Robert Bergman, Commissioner
District Five

STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Timothy McNulty, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Robin Mason, Supervising Administrative Clerk I, Commission Clerk

ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408

805.781.5959

www.slocounty.ca.gov/hr/csc

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